

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-309

OPENING DATE: 21 October 2005

CLOSING DATE: 21 November 2005

ANTICIPATED FILL DATE: 25 Dec 05

### POSITION TITLE AND NUMBER

Supply Technician  
PDCN 70209000, MD#: 4622-115L

### UNIT/ACTIVITY AND DUTY LOCATION

Army Aviation Support Facility #2 (AASF# 2)  
NCARNG, Salisbury, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-2005-05 \$27,569.00 - \$35,844.00 (Trainee) per annum

GS-2005-06 \$30,731.00 - \$39,951.00 per annum

### EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1 800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 6 months specialized experience for GS-05 or 9 months specialized experience for GS-06 which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1 800-621-4136 ext. 6172/6431.

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of regulatory requirements governing the accounting for government property.
3. Knowledge of how to fill out, post, file, control, or code supply documents or transactions..
4. Ability to research information.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in a unit supported by the AASF #2 is mandatory. (Enl: CMF 15, 63, 67, 77, 92)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** This position is located in the Aviation Materiel Management section of an Army Aviation Support Facility (AASF). Its purpose is to provide services in support of inventory control, storage, and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Analyzes supply transactions or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents; sends requests to other sources of supply or refers them to inventory control point when stock is unavailable or cannot be shipped. Within funding limitations, determines stock replenishment levels for centrally controlled items. Assures that supplies and monies are not wasted through excess accumulation. Reviews existing stock catalogs, drawings, etc., for the purpose of identifying items cataloged or otherwise recorded in the supply system. Reviews requisitions, supporting documents, and reference material to determine required action. Assures production support for items requiring special handling. Maintains contact with program representatives and other offices on special program requirements. Expedites the delivery of urgently required items. Coordinates supply actions with transportation and other supply units or organizations. Manages inventory of decentralized and decontrolled items, including supplies and equipment. The work includes requirement determination and forecasting, distribution or redistribution of material, procurement authorization, and limited funds management. Assists with the management of calibration, and testing of Test Measurement and Diagnostic Equipment (TMDE). May manage, control and monitor tool room operations, to include accounting for, issuing and replacing tools. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1